

**JOINT COMMISSION  
ON  
SHARED SERVICES INITIATIVES  
Minutes – December 1, 2011**

**COMMITTEE:** Joint Commission on Shared Services Initiatives

**DATE:** December 1, 2011 | **TIME:** 7:30 a.m. | **LOCATION:** North Conference Room, City Hall

**COMMITTEE CHAIR:** Dave Duax | **RECORDER:** Linda DesForge

**Commission Members Present:**

City: Dave Duax, Jackie Pavelski

County: Colleen Bates, Gregg Moore, Gerald Wilkie

School District: Carol Craig, Kathryn Duax

Commission Members Absent: Trish Cummins, Kerry Kincaid

**Staff Present:** Mike Huggins, Tom McCarty, Ron Heilmann, Jeanna Allen, Linda DesForge

**AGENDA ITEM #1: Call to Order.**

Chairman Dave Duax called the meeting to order at 7:38 a.m.

**AGENDA ITEM #2: Approval of minutes of Joint Commission on Shared Services Initiatives meeting of October 27, 2011.**

**ACTION: Colleen Bates made a motion, seconded by Jackie Pavelski, to approve the minutes as presented. The motion passed by unanimously.**

**AGENDA ITEM #3: Discussion/action on revisions to the Commission Bylaws.**

Tom McCarty summarized the draft copy of the Bylaws. The Commission members made a few suggestions and revisions to the document.

**ACTION: A motion was made by Jackie Pavelski, seconded by Kathryn Duax, to approve the revised Intergovernmental Agreement. The motion passed unanimously.**

**AGENDA ITEM #4: Belated election of Chair/Vice Chair for terms ending in May 2012.**

Gregg Moore nominated Dave Duax as Commission Chair. Gerald Wilkie made a motion to closed nominations. Colleen Bates seconded the motion and the motion passed unanimously. Dave Duax was elected Commission Chair.

Kathryn Duax nominated Colleen Bates as Commission Vice Chair. Gerald Wilkie made a motion to close the nominations. The motion was seconded by Jackie Pavelski and passed unanimously. Colleen Bates was elected as Commission Vice Chair.

**AGENDA ITEM #5: Set regular meeting dates for 2012.**

After some discussion, the Commission members decided to meet every two months with the meeting time remaining 7:30 a.m. until the April election, when the meeting time would be considered. The next meetings will be as follows:

- Thursday, January 26, 7:30 a.m. at the Courthouse
- Thursday, March 29, 7:30 a.m. at City Hall
- Thursday, May 24, 7:30 a.m., at the Courthouse.

**AGENDA ITEM #6: Discussion of future agenda items for the regular meetings.**

- Discussion of the designated projects, including timelines of each project, as well as staff members who will be involved
- Bylaws
- Presentation by ESRI – Community Analyst Product

**AGENDA ITEM #7: Recognition of Commission staff and CINC staff accomplishments.**

John LeBrun and Dave Hayden were recipients of the 2011 Chancellors Award in recognition of their promotion of broadband.

The Commission presented Mike Huggins with a resolution recognizing him for his service to the City of Eau Claire and especially to the Joint Commission on Shared Services Initiatives.

**ACTION: A motion was made by Gerald Wilkie, seconded by Jackie Pavelski, that the Joint Commission on Shared Services Initiatives extend its heartfelt appreciation to Mike Huggins for his invaluable service to the three units of government, and to extend best wishes to Mike and his family on the occasion of his retirement from City service. The motion passed by unanimous vote.**

**AGENDA ITEM #8: Adjournment.**

**ACTION: Carol Craig made a motion, seconded by Jackie Pavelski, to adjourn the meeting. The motion carried, and the meeting adjourned at 9:05 a.m.**

<b>FUTURE MEETING DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Thursday, January 26, 2012	7:30 a.m.	Courthouse
Thursday, March 29	7:30 a.m.	City Hall
Thursday, May 24	7:30 a.m.	Courthouse